

Coos County Urban Renewal Agency
Board Meeting

Thursday, March 21, 2019, 7:30am

125 Central Ave, Coos Bay, OR 97420
2nd Floor Conference Room

**COOS COUNTY URBAN RENEWAL AGENCY
NORTH BAY DISTRICT**

P.O. Box 1215 • Coos Bay, Oregon 97420 • 541-267-7678

M E M O R A N D U M

TO: Coos County Urban Renewal Agency Board
and all Interested Parties

FROM: John Burns, Agency Administrator

DATE: March 15, 2019

SUBJECT: CCURA Meeting Notice

NOTICE OF REGULAR CCURA MEETING

A public meeting of the Coos County Urban Renewal Agency Board – North Bay District, Coos County, State of Oregon, will be held in the Port of Coos Bay Second Floor Conference Room, located at 125 Central Avenue, Suite 210, Coos Bay, Oregon, 97420. The meeting will take place on **Thursday, March 21, at 7:30 a.m.**

JB/km

**COOS COUNTY URBAN RENEWAL AGENCY
REGULAR BOARD MEETING**

7:30 A.M. Thursday, March 21, 2019

Port of Coos Bay Conference Room, 125 Central Avenue, Suite 210, Coos Bay, Oregon 97420

T E N T A T I V E A G E N D A

1. CALL MEETING TO ORDER

2. INTRODUCTION OF GUESTS

3. CONSENT ITEMS

A. Approval of October 19, 2018 Regular Board Meeting Minutes

B. Approval of November 8, 2018 Special Board Meeting Minutes

4. DISCUSSION ITEMS

A. Transpacific Parkway Project UpdateMike Dunning

B. FY 2019/20 Budget Planning CalendarMegan Richardson

C. Term Expirations and Vacancies John Burns

D. NW Natural Gas Pipeline Extension John Burns

5. PORT PROJECT UPDATE

6. ACTION ITEMS

7. PUBLIC COMMENT

8. SCHEDULE NEXT MEETING DATE

9. OTHER/ADJOURN

Consent Items

**COOS COUNTY URBAN RENEWAL AGENCY
REGULAR BOARD MEETING**

1:00 P.M. Friday, October 19, 2018

Port of Coos Bay Conference Room, 125 Central Avenue, Suite 230, Coos Bay, Oregon 97420

DRAFT MINUTES

ATTENDANCE

Agency Board Members:

Chairman Todd Goergen, At Large; Eric Farm, Port Commissioner; Brianna Hanson, Port Commissioner; Mike Erbele, City of North Bend; Joe Benetti, City of Coos Bay; John Sweet, Coos County; Melissa Cribbins, Coos County; and Nathan McClintock, Legal Counsel

Guests:

John Burns, Port Staff; Megan Richardson, Port Staff; and Krystal Moffett, Port Staff.

1. CALL MEETING TO ORDER

Chair Todd Goergen called the meeting to order at 1:00 p.m.

2. INTRODUCTION OF GUESTS

3. CONSENT ITEMS

A. Approval of May 30, 2018 Regular Board Meeting & Budget Hearing Minutes

Upon a motion by John Sweet (Second by Eric Farm), the Agency Board Members voted to approve the May 30, 2018 Regular Board Meeting & Budget Hearing Minutes. **Motion Passed**

4. ACTION ITEMS

5. PUBLIC COMMENT

There was no public comment.

6. DISCUSSION ITEMS

A. Transpacific Parkway Drainage Issue

John Sweet presented to the Board information regarding the drainage issue on Transpacific Parkway, towards the south end. Mr. Sweet visited the site recently with the County roadmaster

and surveyor. Mr. Sweet referenced the pictures in a slideshow, where there appears to be a natural drainage. Mr. Sweet stated the pictures must have been taken in the wintertime, as there is quite a bit of water on the roadway. The standing water covers part of the road as you approach DB Western. The natural drainage through the willows and other vegetation, just to the west side of that road, is not obvious and comes from quite a ways up the road. As the water gets to the end of the road it empties into a large depression, then there is a pipe underneath the road that continues to an outfall in the bay. That pipe had been repaired at some point, and there is a small amount of water that seeps out but most of the water just doesn't get there. There are two main points of blockage. To the west of the road, there is a lower area with brush and a culvert pipe that connects to the larger pipe, (Reference picture C.) At the first point of obstruction, people riding ATV's through the area have caused sand to blow and build up, (reference picture A). This area is approximately 30 feet wide by 60 feet long and about 4 feet deep that needs to be removed; a total of 270 yards of sand there.

Mr. Sweet spoke about a safety issue in picture A with people firing rifles into the bank and the limited line of sight. On his recent visit, Mr. Sweet observed spent shell casings.

The next point of obstruction (reference picture B), there is quite a bit more sand there; a distance of about 180 feet and would likely need to dig out a ditch 30 feet wide, for a total of 900 yards. The next point (reference picture C) is the turnaround area and there is a large depression there that most of the water aggregates in. There is a culvert there with an open end back into a pond. The culvert was cut at one point in time, though it still serves its function, if the ditch is maintained. Currently sand has backed up into both open ends of the culvert so only about two thirds is available for drainage.

Mr. Sweet spoke of the need to clear the points of obstruction to increase the drainage capacity; that most of the problem is on Port property. People using Port property, both legally and illegally, have contributed to the problem. Mr. Sweet recommended using Urban Renewal funds to clear the pathways where the natural flow is obstructed. Mike Erbele asked if it would be wise to install a culvert. Melissa Cribbins stated a culvert would be easier to maintain than a fence. Mr. Sweet spoke of boulders being placed in the area, though it didn't take long for people to move them. Brianna Hanson asked whose jurisdiction it would be to put in boulders or other barriers. Mr. Sweet stated he would need to ask the County road department. Todd Goergen asked what permits would be required, or if there would be any wetland issues. Eric Farm stated even doing good work trying to alleviate a problem, there would still need to be the proper permits in place. John Burns stated the Port could take the lead and reach out to the agencies to see what requirements there would be. Ms. Hanson pointed out the contractors who would do the work might also have good information and would provide a scope of work. Mr. Sweet spoke of his frustration with the length of time taken to address this problem. Ms. Hanson asked if there was a permit in place already for the outfall, and whether the work could be maintenance under that permit. Mr. Sweet stated that he is not sure whose outfall it is. Mr. Goergen asked whether the drainage system was put in when the road was extended. Mr. Sweet stated the drainage is natural, and the pipe and outfall preceded the road.

Mr. Goergen spoke of the two issues at stake; there is something endangering a public asset (the road) as well as a public safety issue. Ms. Hanson spoke of the safety issue and asked about putting

signs at the beginning of the road. Mr. Burns confirmed signs have been placed in the past, but people shoot the signs. Mr. Farm asked about passing a policy, possibly stating that shooting is allowed only if posted, essentially taking away the incentive to shoot the signs. Then if there are no signs expressly permitting it, it would be prohibited.

Mr. Sweet shared his recommendation to just dig it out and see if that is sufficient before going to the expense of a culvert. Mr. Sweet asked if this needed a motion. Mr. Goergen confirmed that consensus is for the Port to follow up if permits are needed before proceeding with work. Mr. Erbele spoke of needing a cost estimate with and without a culvert. Mr. Erbele stated if the cost of the culvert is not too much and it would have to be dug out a second time to install it later, it only makes sense to install it the first time.

Mr. Goergen asked if the Board would entertain a motion. Mr. Sweet moved for the Port to take care of the drainage issue on behalf of the URA. Mr. Farm seconded to open discussion, then questioned if more information was needed before making a motion. Mr. Goergen confirmed that once the Port has the information, the Board needs to reconvene in a timely manner to take action.

Mr. Goergen asked for the motion to be rephrased or restated. Mr. Sweet moved to authorize the Port to obtain a permit to open the ditch, and to excavate the areas of obstruction in order to restore drainage with the option to add culverts if needed. Mr. Farm seconded, with the stipulation added to bring a plan back to the Board for approval prior to execution. Mr. Sweet agreed, stipulating it should be no later than the end of the month. Ms. Cribbins asked for clarification of the motion. It was read back from minutes, and Mr. Goergen stipulated that execution of work is contingent upon Board approval of the cost.

Mr. Goergen asked for any further discussion or questions. There being none, Mr. Goergen called for a vote on the motion. **Motion Passed.**

7. SCHEDULE NEXT MEETING DATE

The next meeting date will be determined, likely a conference call before the end of the month.

8. OTHER/ADJOURN

Mr. Goergen spoke briefly about ballot measure 6-168. Mr. Goergen shared that he wrote a letter to the editor that concisely explains the URA and how it is funded. Mr. Goergen encouraged everyone to vote and for anyone who has questions to please ask him.

Chair Todd Goergen adjourned the meeting at 1:37 p.m.

**COOS COUNTY URBAN RENEWAL AGENCY
SPECIAL BOARD MEETING**

7:30 A.M. Thursday, November 8, 2018

Port of Coos Bay Conference Room, 125 Central Avenue, Suite 230, Coos Bay, Oregon 97420

DRAFT MINUTES

ATTENDANCE

Agency Board Members:

Chairman Todd Goergen, At Large; Eric Farm, Port Commissioner; Howard Graham, City of North Bend; Mike Erbele, City of North Bend; Joe Benetti, City of Coos Bay; and John Sweet, Coos County.

Guests:

Richard Dybevik, Roseburg CBST; John Burns, Port Staff; Megan Richardson, Port Staff; Lanelle Comstock, Port Staff; and Krystal Moffett, Port Staff.

1. CALL MEETING TO ORDER

Chair Todd Goergen called the meeting to order at 7:32 a.m.

2. INTRODUCTION OF GUEST

3. PUBLIC COMMENT

There was no public comment.

4. DICUSSION ITEMS

A. Next Steps: Transpacific Parkway Drainage Issue

John Burns spoke of the last meeting to discuss the drainage issue on Transpacific Parkway, on both sides of the roadway near the Southport and DB Western facilities. The decision at the last meeting was for Port staff to find if there were any existing permits that could be utilized, and if not what it would take to get those permits. After research, it was found that there were no existing permits drawn to create the initial flow when the parkway was created. At a recent meeting between John Rowe (Coos County), Mike Dunning (Port), and Tyler Krug (US Army Corps); Mr. Krug indicated it would not be difficult to obtain a permit under the Nationwide 14 permit. The only thing needed would be a 30% design for the project.

The action requested was to authorize Port staff, acting on behalf of the Coos County Urban Renewal Agency, to solicit and conduct all necessary engineering and design, and obtain necessary

permitting to resolve the known drainage issue on the Transpacific Parkway, for the not to exceed cost of \$25,000.

Chair Todd Goergen asked for any discussion. Mike Erbele asked whether it would be more cost effective to place a culvert rather than just a drainage ditch. Mr. Burns stated at the on-site meeting there was some differences of opinion on what was needed. It would certainly be easier to just put a drainage ditch in; but that could create more wetlands, making it more difficult to ever develop the property in the future. It is important to have an engineer look at it and also to determine cost estimates. John Sweet asked whether that area was wetland already. Mr. Burns confirmed only a portion, about 100-150 feet in from the road running parallel, in two discreet areas is considered wetland. It is mostly sand dunes in that area and not wetlands, according to the Army Corps maps.

Mr. Sweet stated he is hesitant to pay \$25,000 for permitting, that number seems high. Mr. Burns stated that number includes the cost of engineering to create the 30% design, with a recommendation of whether or not to install a culvert. Mr. Burns stated this is a not to exceed amount, and Port staff will solicit bids to obtain a lower cost.

Richard Dybevik asked whether there are delineated maps of the wetlands in that area. Mr. Burns stated there are maps but not for the whole North Spit area. Joe Benetti asked how long the culvert would potentially be. Mr. Burns stated it would be approximately one-quarter of a mile.

Mr. Dybevik asked if the project would create a stormwater situation where an NPDES permit would be required. Mr. Burns stated that it should not; there is already an outfall with a culvert to connect to, either with a drainage ditch or culvert.

Mr. Goergen asked for any further discussion or questions. Upon a motion by Mike Erbele (second by Howard Graham), the CCURA Board authorized Port staff to proceed with the engineering, design and permitting as presented. John Sweet opposed the motion, due to the cost estimate associated. Mr. Sweet conceded his vote was the minority. **Motion Passed.**

6. SCHEDULE NEXT MEETING DATE

The next meeting date is to be determined for the next quarter.

7. OTHER/ADJOURN

Chair Todd Goergen adjourned the meeting at 7:44 a.m.

Discussion Items

2019/20 CCURA Budget Planning Calendar

Budget Committee Meetings	
TBD – week of April 8	Publish Notice/Legal Ad (10 days prior)
TBD – week of April 22	1 st Budget Committee Meeting
TBD (if needed)	Publish Notice/Legal Ad (10 days prior) (if needed)
TBD (if needed)	2 nd Budget Committee Meeting (if needed)
Budget Hearing	
TBD – week of May 13	Publish Notice & Budget Summary (14 days prior)
TBD – week of May 27	CCURA Board meeting / Budget Hearing & Approval – if ready
TBD (if needed)	Publish Notice & Budget Summary (14 days prior)
TBD (if needed)	2 nd CCURA Board meeting / Budget Approval (if needed)
Post Adoption	
July 8	Submit UR-50 to Tax Assessor by July 15
September 23	Submit complete budget document to County Clerk by September 30

COOS COUNTY URBAN RENEWAL AGENCY – 2018/2019 ROSTER

AGENCY BOARD

Seat A

Todd Goergen – Chair

At Large

12/31/2018 – 2 yr. term

Seat B

Vacant – Secretary

At Large

12/31/2018 – 2 yr. term

Seat A

Mike Erbele

City of North Bend

12/31/2018 – 2 yr. term

Seat B

Howard Graham

City of North Bend

12/31/2018 – 2 yr. term

Seat A

Joe Benetti

City of Coos Bay

12/31/2018 – 2 yr. term

Seat B

Lucinda DiNovo

City of Coos Bay

12/31/2018 – 2 yr. Term

Seat A

Eric Farm – Vice Chair

Port of Coos Bay Commissioner

12/31/2018 – 2 yr. term

Seat B

Brianna Hanson

Port of Coos Bay Commissioner

12/31/2018 – 2 yr. term

Seat A

Melissa Cribbins

Coos County Board of Commissioners

12/31/2018 – 2 yr. term

Seat B

John Sweet

Coos County Board of Commissioners

12/31/2018 – 2 yr. term

BUDGET COMMITTEE

Megan Richardson, Budget Officer

Port of Coos Bay

George Wales

Coos Bay Pilots

06/30/2018 – 3 yr. term

Bob Main

Coos County Commissioner

06/30/2019 – 3 yr. term

Ed Ellingsen

Nasburg Huggins Insurance

06/30/2020 – 3 yr. term

Bryan Knutson

Knutson Towboat

06/30/2018 – 3 yr. term

Jeff Bunnell

Industrial Steel

06/30/2019 – 3 yr. term

Jayson Wartnik

Hough, MacAdam, Wartnik, Fisher
& Gorman, LLC.

06/30/2020 – 3 yr. term

Pam Plummer

Oregon Pacific Bank

06/30/2018 – 3 yr. term

Vacant

06/30/2019 – 3 yr. term

Maeora Mosieur

Coquille Economic Development
Corporation

06/30/2020 – 3 yr. term

Other Items

Coos County Urban Renewal Agency
Balance Sheet
As of February 28, 2019

	<u>Feb 28, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
State Treasurer LGIP	1,215,157.62
Umpqua Bank	12,509.45
Total Checking/Savings	<u>1,227,667.07</u>
Total Current Assets	<u>1,227,667.07</u>
TOTAL ASSETS	<u>1,227,667.07</u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	4,588.20
Net Income	1,223,078.87
Total Equity	<u>1,227,667.07</u>
TOTAL LIABILITIES & EQUITY	<u>1,227,667.07</u>

Coos County Urban Renewal Agency
Profit & Loss
February 2019

	<u>Feb 19</u>
Ordinary Income/Expense	
Income	
Interest	2,557.42
Taxes - Current Year	314.56
Taxes - Previously Levied	427.68
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Total Income	3,299.66
Gross Profit	3,299.66
Expense	
MATERIALS AND SERVICES	
Management	1,000.00
	<hr/>
Total MATERIALS AND SERVICES	1,000.00
Total Expense	1,000.00
Net Ordinary Income	2,299.66
	<hr/>
Net Income	<u><u>2,299.66</u></u>

Coos County Urban Renewal Agency
Profit & Loss Budget vs. Actual
 July 2018 through February 2019

	Jul '18 - Feb 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Cash Carry Over	1,143,105.25	1,120,000.00	23,105.25	102.1%
Interest	19,139.93	12,000.00	7,139.93	159.5%
Taxes - Current Year	70,414.90	83,974.00	-13,559.10	83.9%
Taxes - Previously Levied	7,316.94	10,000.00	-2,683.06	73.2%
Total Income	<u>1,239,977.02</u>	<u>1,225,974.00</u>	<u>14,003.02</u>	<u>101.1%</u>
Gross Profit	1,239,977.02	1,225,974.00	14,003.02	101.1%
Expense				
DEBT SERVICE				
Interest-Debt Service	1,907.13	1,910.00	-2.87	99.8%
Principal (Umpqua payoff 7/20)	5,000.00	5,000.00	0.00	100.0%
Total DEBT SERVICE	6,907.13	6,910.00	-2.87	100.0%
MATERIALS AND SERVICES				
Audit	1,040.00	7,500.00	-6,460.00	13.9%
Insurance	200.00	2,000.00	-1,800.00	10.0%
Legal Counsel	175.00	6,000.00	-5,825.00	2.9%
Management	8,000.00	12,000.00	-4,000.00	66.7%
Professional Services	576.02			
Professional Svcs (Project)	0.00	288,000.00	-288,000.00	0.0%
Publications and Advertising	0.00	1,000.00	-1,000.00	0.0%
Total MATERIALS AND SERVICES	<u>9,991.02</u>	<u>316,500.00</u>	<u>-306,508.98</u>	<u>3.2%</u>
Total Expense	<u>16,898.15</u>	<u>323,410.00</u>	<u>-306,511.85</u>	<u>5.2%</u>
Net Ordinary Income	<u>1,223,078.87</u>	<u>902,564.00</u>	<u>320,514.87</u>	<u>135.5%</u>
Net Income	<u><u>1,223,078.87</u></u>	<u><u>902,564.00</u></u>	<u><u>320,514.87</u></u>	<u><u>135.5%</u></u>